



Reg Charity No: 1096458

Recruitment & Selection Policy

1. All adults with access to children will have their identity confirmed.
2. We abide by Ofsted requirements in respect of references and disclosure barring system checks for staff and volunteers, to ensure that no disqualified person or unsuitable person works at the setting or has access to the children.
3. All adults will be checked via the disclosure barring system before post is confirmed. This is also done even if they have had one done previously in their previous job.
4. We abide by the Protection of Children Act requirements in respect of any person who is dismissed from our employment, or resigns in circumstances that would otherwise have lead to dismissal for reasons of child protection concern.
5. Posts are advertised and all applicants are judged against explicit and fair criteria.
6. Applicants are welcome from all backgrounds and posts are open to all.
7. Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information.
8. All applicants will be required to complete an application form and employment history and all gaps will be considered, and may require explanation.
9. Applicants for posts within the setting are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974.
10. Two referees will be required and these will be contacted by telephone.

11. Interviews will address safeguarding issues as a part of their remit. (This is more likely to be case studies).
12. The applicant who best meets the criteria is offered the post, subject to references and checks by the disclosure barring system. This ensures fairness in the selection process.
13. We monitor our application process to ensure that it is fair and accessible.
14. All job descriptions include a commitment to equality and diversity as part of their specifications.
15. New staff may be offered a temporary contract in the first instance. It is usually 13 weeks with terms and conditions with reviews at 4 weeks and again at 8 weeks.
16. Staff appointed will be expected to maintain an up to date knowledge base by continuous training as required.
17. Staff will receive regular support and development sessions with their appointed supervisor or manager. This is usually done at monthly or every 6 weeks reviews.
18. An annual “self certification” will be required from all staff to confirm that there is no change in their ability to work safely with children.

This policy was adopted at a meeting of	Trustees	Setting: - Violet Way & Edge Hill care club
Held on (date)		
Signed on behalf of the Management Committee/ Proprietor		
Role of signatory (e.g. chairperson etc.)		Chair of trustees